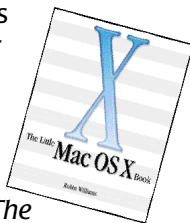




# Peachpit's OS X Tipsheet

## Robin Williams shows you "where it went"

Follow along below as this bestselling author and inspiring teacher shares this helpful "Where Did It Go" excerpt from her new Peachpit Press book *The Little OS X Book*.



### Apple Menu

The Apple menu is not at all what it used to be. Below is a list of where you can find the comparable features in Mac OS X.

**About This Computer:** This item is still the first item in the Apple menu, but it's called "About This Mac."

**Apple System Profiler:** Open the Applications folder, then open the Utilities folder.

**AppleCD Audio Player:** Use the QuickTime Player. Insert a music CD, then just double-click a track icon to open the player. The QuickTime Player is in the Applications folder.

**Automated Tasks:** Gone. No replacement.

**Calculator:** This is now in the Applications folder. Unfortunately, it has not been improved.

**Chooser:** Gone. When you are in an application and choose to print, you will automatically get the Print Center where you can set up and choose any printer on the network. To open the Print Center directly, go to the Applications folder, open the Utilities folder, and you'll find it in there.

**Control Panels:** Most of these are now System Preferences.

**Favorites:** These are all stored in the Favorites window; click on the little red heart in any Finder window. You can also access a submenu of Favorites from the Go menu.

**Graphing Calculator:** Gone.

**Internet Access:** The Control Panel is gone, but the Internet preferences pane is very similar.

**Key Caps:** Open the Applications folder, then open the Utilities folder. Don't forget to quit Key Caps when you're done; don't just close its window. It's still too small to be very useful.

**Network Browser:** At the Desktop, click the Go menu, then choose "Connect to Server..."

**Note Pad:** Gone. You can still use Stickies, though.

**Recent Applications, Recent Documents, Recent Servers:** There are two different places to find your recently opened files. To open recent applications, utilities, and documents, use the Apple menu. To open recent folders, favorites, and servers, use the Go menu.

**Scrapbook:** Gone.

**Sherlock:** Click its icon in the Dock. It still works just the same. You can also find Sherlock in the Applications folder.

**Stickies:** They're in the Applications folder, and they have more features—you can add graphics, check spelling, search all notes, print all notes at once, and more.

### Networking and File Sharing

**Network Browser:** At the Desktop, click on the Go menu. Then click "Connect to Server."

**Chooser:** To share on servers, see the tip above.

**File Sharing:** Use the Sharing preferences pane.

**Web Sharing:** Use the Sharing preferences pane.

**Disconnect from server:** Select the server icon on the Desktop, then from the File menu, choose "Eject," or drag the server icon to Trash.

### Control Panels

**Control panels** are now called System Preferences. Access them by first opening the System Preferences window, located in the Dock: click once on the icon in the Dock. Then click once on the various icons to get their individual preferences panes. Below is a list of the most standard control panels in Mac OS 9 and where you can find comparable features.

**Airport:** If you have an Airport card installed and you don't see the Airport icon in the Dock, open the Applications folder, then open the Dock Extras folder. Double-click the file named "Signal Strength.dock" and an alias will appear in the Dock (or you can drag and drop the icon to the Dock yourself). Once it's in the Dock, press on the icon and you'll get a menu of options. If you don't want it in the Dock, just drag it outside the Dock and let go.

**Appearance:** There are no sound effects or smart scrolling, and you can't choose a font for the system. You can't set up a theme for your Desktop, but every individual user can customize his or her own Desktop.

**Desktop picture:** Click on the Desktop or open any Finder window so you have the Finder menu bar. From the Finder menu, choose "Preferences..." then click "Select Picture..."

**Highlight colors:** Use the General preferences pane.

**Size of icons on the Desktop:** Click on the Desktop or open any Finder window so you have the Finder menu bar. From the Finder menu, choose "Preferences..." then drag the "Icon Size" slider bar.

**Apple Menu Options:** Gone.

**AppleTalk:** Open the Network preferences pane. In the "Configure" menu (the menu above the row of tabs, not the one in the menu bar), choose "Built-In Ethernet." Then click the "AppleTalk" tab.

**Battery:** If you have a laptop and you don't see the battery icon in the Dock, open the Applications folder, then open the Dock Extras folder. Double-click the file named "Battery Monitor.dock" and an alias will appear in the Dock (or you can drag-and-drop the icon to the Dock yourself). Once it's in the Dock, press on the icon and you'll get a menu of options. If you don't want it in the Dock, just drag it outside the Dock and let go.

**ColorSync:** Use the ColorSync preferences pane. Also check out the ColorSync Utility, DigitalColor Meter, and Display Calibrator in the Utilities folder (which is in the Applications folder).

**Control Strip:** Use the Dock. You can get "Dock Extras" (called Docklets) which are like Control Strip modules. Check your Dock Extras folder, which is in the Applications folder. You can drag any preference icon to the System Preferences window toolbar for easier access.

**Date & Time:** Use the Date & Time preferences pane. You can also use the Clock application in the Applications folder to make either an analog (with hands) or digital (with numbers) clock appear in the Dock.

**Energy Saver:** Use the Energy Saver preferences pane.

**Extensions Manager:** To access the Extensions Manager in Classic after starting or restarting OS 9, open the Classic preferences pane. Click the "Advanced" tab. From the menu under "Startup Options," choose "Open Extensions Manager." There is no Extensions Manager for OS X.

**File Exchange:** Use the Show Info window (Command-I, similar to the Get Info window in Mac OS 9) to choose an application for the selected document, or to choose an application for all documents of a particular file type.

**File Sharing:** Use the Sharing preferences pane. You can also set certain sharing privileges in the Show Info window (select a file, then press Command-I).

**File Synchronization:** Gone.

**General Controls:** The General preferences pane is different from the General Controls control panel you are used to. All it does is change the overall color and highlight color, as well as make a tiny change to the function of the scroll bars. The other options are gone.

**Internet:** For the "Web," "Email," and "News" settings that used to be in this control panel, use the Internet preferences pane.

**Keychain Access:** Use the Keychain Access utility: open the Applications folder, then open the Utilities folder.

**Launcher:** Use the Dock. You can add applications, documents, and folders to the Dock.

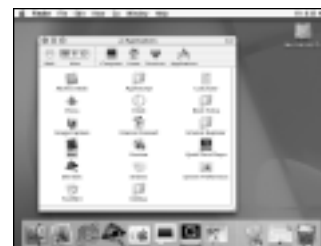
**Location Manager:** To make a new location, open the Network preferences pane and use the "Location" menu to choose "New Location..." To use any location, go to the Apple menu and use the "Location" submenu.

**Memory:** Gone. Mac OS X takes care of managing the memory for you and it does a much better job than OS 9. It is still possible to allocate memory for Classic applications, however, in the Show Info window (Command-I), per usual.

**Modem:** Open the Network preferences pane and click the "Modem" tab. If you don't see the "Modem" tab, make sure the "Configure" menu (the menu above the row of tabs, not in the menu bar) has "Internal Modem" selected.

**Monitors:** Use the Display preferences pane. You'll notice you can't choose 640 x 480 resolution, nor 256 color mode. That's because Mac OS X doesn't like it. If you use a Classic application that switches to 256 colors or the lower resolution, be sure to check the monitor settings and reset them if necessary as soon as you quit the app.

You can put a Dock Extra in the Dock to change your monitor resolution easily, if you don't have one already: Open the Applications folder, then open the Dock Extras folder. Double-click the file named "Displays.dock" and it will appear in the Dock (or you can drag and drop the icon to the Dock yourself). Once it's in the Dock, press on the icon and you'll get a menu of options. If you don't want it in the Dock, just drag it outside the Dock and let go.



The new Aqua interface.

**Mouse:** Use the Mouse preferences pane.

**Multiple Users:** Use the Users preference pane to set up new users, and use the Login preferences pane to customize what each user can do. Every user has his or her own Desktop and Trash basket.

**Numbers:** Use the International preferences pane.

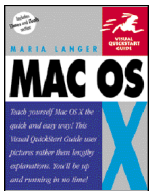
**QuickTime Settings:** Use the QuickTime Player preferences pane.

**Remote Access:** To set up your dial-up connection, use the Network preferences pane. To log on, open the Applications folder and double-click "Internet Connect." Click the "Connect" button.

Remember when you are finished to click the "Disconnect" button and to quit the Internet Connect window. If you happen to close the window and later you want to connect again, first click the Internet Connect icon in the Dock to make it active, then go to the File menu and choose "New Connection" to get the window back.

Make an alias of the Internet Connect application and leave it on your Desktop for easy access to it.

**Sound:** Use the Sound preferences pane. You cannot add your own alert sounds.



By Maria Langer  
ISBN: 0-201-70900-7

**The Toolbar**

The Toolbar, which is new in Mac OS X, offers navigation tools and view buttons within Finder windows:

- **Back button** displays the previous window's contents.
- **View buttons** enable you to change the window's view.
- **Navigation icons** open specific Finder windows.



**The Toolbar**

**Windows**

Each window includes a variety of controls you can use to manipulate it:

- The **title bar** displays the window's icon and name and can be used to move the window. (You can also move a window by dragging any of its edges.)
- The **close button** closes the window.
- The **minimize button** collapses the window to an icon in the Dock.
- The **zoom button** toggles the window's size between full size and a custom size.
- The **resize control** enables you to set a custom size for the window.
- **Scroll bars** scroll the contents of the window.
- **Column headings** (in list view only) display the names of the columns and let you quickly sort by a column. (The selected column heading is the column by which the list is sorted.)



**The Dock**

The Dock, which is new in Mac OS X, offers easy access to often-used applications and documents, as well as minimized windows.



**The Dock**

**To identify items in the Dock**

Point to the item. The name of the item appears above the Dock.



**To identify open items in the Dock**

Look at the Dock. A triangle appears beneath each open item.



- If the icon is for a minimized window, the window is displayed.
- If the icon is for a document that is not open, the application that created the document opens (if necessary) and the document opens.

- If you use Mac OS X and the Mac OS X version of iTunes, your MP3 files are in the Documents folder at the root level of your Home folder, not at the root level of your hard disk.
- The OS X version of iTunes also includes an "iTunes Controls Dockling," which lets you control iTunes from the Dock. The iTunes Control Dockling is different from the usual items in the Dock. When you click it, a menu appears allowing you to launch or quit iTunes. But when iTunes is open, the Dockling menu comes to life: it lets you play, pause, or stop the current song or skip forward or back, right from the dock. And it even works when the iTunes windows is minimized. Nice touch, eh?



By Bob LeVitus  
ISBN: 0-201-74970-X

- If you're running OS X, how do you know which version of iTunes you're using? If you're running Mac OS X and you launch iTunes, the OS X version won't cause the operating system to go into Classic mode. Another clue is if you see the classic rainbow-colored Apple icon in the upper left hand corner of the screen while running iTunes in Mac OS X. That means you're using the OS 9 version. (The Apple icon in Mac OS X is solid blue.)



By Judith Stern & Robert Lettieri  
ISBN: 0-201-74145-8

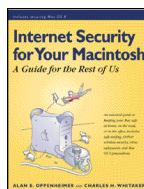
**To open the QuickTime System Preferences pane:**

- Open the System Preferences pane (you can do this by choosing System Preferences from the Apple menu) and click the QuickTime icon.
- In QuickTime Player, choose QuickTime Player > Preferences > QuickTime Preferences.



**Update Check panel (Mac OS 9 and Windows)/ Update pane (Mac OS X)**

This panel allows you to tell QuickTime how and when to check for updates of your existing QuickTime software. It also allows you to check for components you may not already have.



By Alan B. Oppenheimer & Charles H. Whitaker  
ISBN: 0-201-74969-6

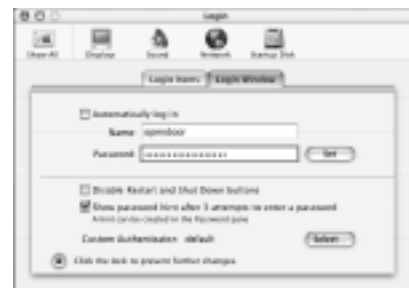
**4 tips to a safer Mac**

**Use iDisk to back-up your Mac**

Mac OS X provides direct integration with iDisk, no longer requiring you to go to the iDisk home page to mount your iDisk. Instead, you can mount it through the Finder's Go menu or even include an iDisk icon in the Finder's toolbars. iDisk provides an excellent backup option, especially for remote backup. Mac OS X's direct iDisk integration makes iDisk backup even easier to use, so you may back up more often, increasing the physical security of the data on your machine.

**Disabling Auto Log-in**

Mac OS X enters your name and password automatically whenever you start your machine, using the name and password that you gave it when you installed it. If you want to require Unix's standard manual log-in to enhance the physical security of your machine, you turn off the automatic log-in option in the Log-in System Preferences window.



**Enable a Screen Save Password**

To provide further physical protection for your machine, an option in the Mac OS X Screen Saver System Preferences window requires you to enter your password after the screen saver starts. If you walk away from your machine and someone else walks in, that person will not be able to access your machine. To enable this feature, select "Use my user account password" and change the time for the screen saver to start from Never to a specific value. You can also use the Hot Corners feature to activate the screen saver right away before you leave.

**Don't Allow Remote Login**

Do not enable Remote Login. The Unix command line is of little use to most Mac users but potentially of great use to hackers. Enabling Remote Login exposes your machine to network attacks that could take full control of the machine at the Unix level. Many Unix machines are compromised through Remote Login.



For more information on OS X, or to order any of these books, please visit [www.peachpit.com](http://www.peachpit.com).